

Gibson City Harvest Fest Vendor Rules and Regulations

1. **Applications and Payment** – Applications are due August 9, 2019. Submission of an application does not guarantee participation. Notification of acceptance will occur by mail after the application, fees, and required documents are reviewed. **Payment must be made in full at the time the application is submitted. Applications will not be reviewed for acceptance without payment.** If your application is rejected, you will be notified and your payment returned.
2. **Types of Vendors and Hours of Operation**
 - a. Food booth or Food trailers - considered as preparing or serving meals on site. Required hours of operation: **Friday Sept 13 5p-9p and Saturday Sept 14 11a-9p; may remain open thru end of festival events each day**
 - b. Specialty food - those not serving meals (popcorn, pre-packaged baked goods, ice cream, cotton candy, etc) Hours of operation: **Friday Sept 13 5p-9p and Saturday Sept 14 11a-9p; may remain open thru end of festival events each day**
 - c. Craft, Retail, Misc 12x12 booth– most products accepted (retail products, crafts, handmade, vintage, toys, household goods, pre-packaged food products, books, etc). Home-based business booth space will be limited to one vendor per type of business. The first home-based business type to submit an application with payment will be accepted. The sale of guns, knives, and/or ammunition is prohibited. **Hours of operation: Saturday Sept 14 11a-5p**
 - d. Non-profit misc 12x12 booth – selling a product as a fundraiser (pre-packaged food product only); accepting donations; cause awareness or passing out information **Hours of operation: Saturday Sept 14 11a-5p**
3. **Health Permits and Insurance - Food vendors will provide a copy of their health permit and a certificate of liability insurance with their application. Vendors will not be allowed to set up without proof of Ford County Health Permit – NO EXCEPTIONS, NO REFUNDS.**
4. **Booth Assignments and Operation**
 - a. Retail booths are assigned first come, first served basis. Booth spaces are 12x12. If your business requires more space, you must purchase additional spaces.
 - b. **Food vendors with trailers and food booths must indicate their TOTAL SPACE needs on their application** (including space for all trailers, tents, hitch, generators, tanks, storage, exterior tables, etc). These spaces will be assigned based on electrical needs and access. Food vendors are responsible for supplying their own equipment so as to operate safely, including covering or taping down any hoses or extension cords, providing garbage cans, etc.

Vendors requiring electricity must supply their own electrical cords and appropriate outlet plugs. Event staff will notify you of the approximate distance to reach the electrical box as soon as vendor spaces are assigned and finalized (2 weeks prior to event). **Outlets are limited in number and amp size.**

Vendors who provide their own tents are required to anchor their equipment utilizing ropes and weights. No vendor will be allowed to drill into the street to anchor their tent.

All vendors shall keep their booth and immediate surrounding area clean. Trash receptacles are provided at various locations for general festival use. Vendors must supply their own trash can if one is necessary for the operation of the booth. Festival staff will assist with trash removal during the festival hours. Trash removal to a designated dumpster after the festival hours is the responsibility of the vendor.

5. **Load-in times and procedures**

- a. **Retail or non-profit misc vendor** check-in is on 09/14/19 from 7:00am to 9:00am. Vendors should plan to arrive at their assigned booths, unload, and park prior to setting up their booth. Vendor parking will be in an assigned area. Vehicles must be removed from the festival vendor area by 10:00am. Vendors must be set up by 11:00am.
- b. **Food Vendor (booth or trailer)** – Food vendor check-in will be on Friday 09/13/19. Food vendors should arrange a specific load-in time with event staff so that they will be set up and ready for health inspections between 4:00-5:00pm. All non-essential vehicles must be removed from the festival food vendor area by 3:30pm.

Information on the check-in location, any changes to times and/or procedures, and the location of the designated parking area will be provided to the vendors 1-2 weeks prior to the event.

6. **Load-out times and procedures** – All vendors are required to return their booth space to its original condition.

- a. **Retail, non-profit misc** may begin breaking down their booths at 5:00pm and will be allowed vehicle access to their booth at that time
- b. **All other food vendors Load-out times and procedures** – Food vendors may begin breaking down their booths at 9:00pm on 09/14/19. Vendors will be allowed limited vehicle access to their booths at this time. If you require overnight parking of your food trailer, please contact event staff after your application has been approved. All food trailers must be removed from the event space by 10:00am on 09/15/19.

Food vendors must remain open until 9pm each night, but are encouraged to remain open until the end of each night's entertainment (approximately 12am)

No vehicles will be allowed to access the festival vendor area between 10a and 5p on 09/14/19. All restocking of vendor booths must be done by foot. No exceptions.

Any food or retail vendor who breaks down or closes their booth prior to the designated time will not be allowed to apply for space at future festivals.

7. **Electrical Requirements**- Availability of booths with electrical access is limited. Vendors must indicate their need for electrical service at the time of their application. Vendors are responsible for any necessary equipment, including extension cords and specific plugs. Vendors will only be allowed access to the number of outlets/amps as indicated on their application. Harvest Fest will not be able to make any changes to electrical service on the day of the festival. Please be sure to be specific regarding your electrical needs. **If you have any questions regarding your electrical needs, please contact event staff at least two weeks prior to the event date.**

8. **Refunds** – Refunds will be issued if requested in writing by August 16, 2019.

9. **Weather** – This is an outdoor festival and will take place rain or shine. Vendors are responsible for all equipment to protect from weather. No refunds will be given due to poor weather conditions.

10. **Property Damage Liability** – Vendor agrees to pay for any damage by the vendor to any personal property, festival property, or City of Gibson property.

11. **Failure to comply** – By signing the application, the vendor agrees to abide by the rules and regulations of the Gibson City Harvest Fest. Failure to do so will result in the vendor's immediate removal from the festival area without refund of fees.

